



DATE: May 7, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – May 7, 2021

Food Drive with Pembroke Park, Miramar and West Park

Yesterday, the Town partnered with Miramar and West Park to distribute 500 boxes of food to the community. This event was hosted by the Town at the Preserve.

Security measures at Town Hall

As a result of the ongoing construction, all visitors to Town Hall are being asked to enter from the front of the building and check in with the receptionist. Over the past few weeks, visitors have entered without checking in and went up to the second floor.

Hurricane Season

With hurricane season starting on June 1st, I will be meeting with staff to properly plan and strategize and clarify each department's role in the preparation for and recovery from a hurricane. Additionally, this week Public Works and I met with our emergency debris contractor.

Remodeling of the new Building Department

The contract amendment to remodel the lobby will be presented to the Commission next week for final approval.

Amnesty Program

This week Staff and I met again to continue discussing the details of the proposed amnesty program. Staff has completed the assessment of two mobile home parks and is nearly complete with a third. Staff is expected to complete the assessment of all parks in three weeks.

Sanitary Sewer Maintenance Agreements at Mobile Home Parks

The Town Attorney and I continue to review the agreements that were signed by the Town and the several mobile home park owners. It seems that all but two mobile home parks have agreements with the Town.

Departmental Updates

Police Department

This week, Staff finalized the layout of the proposed Police Department. Next week, Interim Chief Howard will be meeting with BSO to discuss the transition plan.

Public Works

Carolina Pumps Oil to Water Lube Conversion

The first pump was reinstalled and is fully operational. Pump No. 2 is currently being refurbished in the contractor's shop.

CDBG 45th Year Grant – ADA Restrooms

The contract documents and the notice to proceed have been executed. Works is expected to be soon.

John P Lyons HMGP Drainage Project

Staff has prepared the Request for Proposals for this project and it is currently under review.

Town Hall Hardening Project

The Invitation to Bid is being finalized and should be advertised within the next two weeks.

Lift Station 15

This project has been advertised and all bids are due on May 26, 2021.

Finance Department

This week Finance worked with the auditors on the final audit letter which should be issued later today or early next week.

Human Resources

This week HR reviewed the resumes received for the Public Works Director position. Staff also reviewed applications for the Stormwater/Wastewater position.

Town Clerk

The Town Clerk's Office worked on the agenda for next week's Commission Meeting and the minutes from the last commission workshop.

Town Planner

This week, the Town Planner held the kick-off meeting for the impact fee study and gathered the data requested by the consultant. In addition, staff met with a potential developer of vacant lot on Hallandale Beach Boulevard regarding the development criteria.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 28
- Zoning Inquiries (email/phone): 5
- Zoning Inspections: 3
- BTR Reviews: 1

Town Events

Covid-19 Vaccination Shots will be administered on Saturday, May 15th at the Preserve Park between the hours of 8:00 AM and 4:00 PM. This is a walk-up site provided by Broward Health.

Goals for next week

- Continue working with Town Attorney and Town Planner on the sanitary sewer easement issue at various mobile home parks.
- Work with Town Attorney and Building Department on final details of the Amnesty Program.
- Continue the individual meetings with commissioners and the property owners of Trinity RV Park